

## **ARTICLE 8 - EXAMINATION**

### **Section 1. Nature and Type of Examination**

The selection techniques used in the examination process shall be impartial, of a practical nature and shall relate to those subjects which, in the opinion of the Director and Human Resources Director, fairly measure the relative capacities and capabilities of the persons examined to execute the duties and responsibilities of the position to which they seek to be appointed. Examination may consist of selection techniques which will test fairly the qualifications of candidates such as, but not limited to, achievement and aptitude tests, written tests, personal interviews, performance tests, physical agility tests, assessment centers, evaluation of daily work performance, work samples, polygraph tests, psychological evaluations, or any combination of these or other tests. In any examination, the Human Resources Director may include, in addition to competitive tests, a qualifying test or tests and set minimum standards. The cost of examinations, when required by the City, shall be the responsibility of the City.

### **Section 2. Conduct of Examinations**

- A. Examinations to measure the qualifications of applicants shall be conducted by the Human Resources Director or by a person designated by the Human Resources Director.
- B. Failure of an applicant to report as scheduled by the Human Resources Director for any part of the examination may be grounds to remove the applicant from further consideration.
- C. Requests for special examination accommodations, received in writing prior to the test date, will be evaluated by the Human Resources Director for reasonable accommodation as regulated by the Americans with Disabilities Act.

### **Section 3. Examination Values**

- A. Each part of the examination of applicants for any position shall be given a relative value or weight which shall consist of a percentile part of 100%. One hundred percent is the total value of all parts of an examination. In order to qualify for employment a candidate shall make a passing grade, as determined by the Human Resources Director, on each part of the examination to which a percentage grade is assigned.
- B. Notwithstanding the foregoing, any part of an examination may be designated by the Human Resources Director as an "absolute qualifier". Parts so designated shall be on a pass/fail basis and shall be used to determine if the candidate may continue the examination.

- C. Applications may be screened and only a reasonable number, as determined by the Human Resources Director, most nearly meeting the requirements and expectations for the position, may be selected for further consideration.

#### **Section 4. Internal City Examinations**

- A. Positions may be filled by competitive internal City examination when authorized by the City Administrator. If there are two or fewer qualified internal applicants for a position, external applicants may also be solicited.
- B. Internal City examinations are open only to employees in the City service who meet the position requirements.
- C. Part-time and temporary employees may be considered after internal applicants but prior to external applicants when positions are not filled by qualified internal applicants and when authorized by the City Administrator.

#### **Section 5. Open-Competitive Examinations**

Open-competitive examinations shall be used unless an internal examination is deemed more appropriate by the Director and the Human Resources Director and is authorized by the City Administrator. All interested individuals, who meet the position requirements, may submit applications for consideration.

#### **Section 6. Examination Results**

- A. When the qualifications of applicants for any class of employment have been evaluated, the applicants will be notified of their placement on the employment eligibility list. Those not selected for placement on the eligibility list shall be notified by the department of their non-selection for further employment consideration for the position.
- B. Examination records and papers are not public documents. Applicants shall not be entitled to review notes and scores of individual oral board examiners, interviewers, or those of other applicants, but they shall be entitled to review their own final percentile score given for each part of the examination.

#### **Section 7. Retesting**

Any person failing the examination process shall not be permitted to re-take the same examination for at least 90 days, except that qualifying performance tests, such as for typing, shorthand, computer skills, and others as designated by the Human Resources Director, may be repeated twice during a specific recruitment period.